

PMC MEETING MINUTES
APRIL 19, 2005

1 The meeting was called to order at 10:00 AM by Joeana Carpenter.

Attendees:

FNS: Virginia Lugo

ALAMEDA: Marietta Jubert

CONTRA COSTA: Vince Odusanya, Cesca Aliotti, Marilyn Chabot

FRESNO: Maribelle Balbes, Kao Chang, Oralia Gomez, Martha Jue, Donald McClellan, Jaswinder Sra

KERN: Chris Cushner, Linda Swift

LOS ANGELES: Lydia Ventura

MERCED: Jan Bradley, Pat Ramirez

MONTEREY: Freda Escobar, Veronica Wells

ORANGE: Joseph Manea

RIVERSIDE: Daphne Criswell, Carol Kochevar

SACRAMENTO: Judy Pisel, Robert Rust

SAN BERNARDINO: Cindi Potter, Karen Scott

SAN DIEGO: Dottie Seymour

SAN FRANCISCO: Rosalie Roca

SAN JOAQUIN: Lynette Marston

SOLANO: Nancy Monson

STANISLAUS: Rob Biesemeier, Linda Burrows

TULARE: Vienna Barnes

VENTURA: Arlene Gutierrez

STATE OF CALIFORNIA:

FDRAB: Kamran Adili, Anna Capetillo, Joeana Carpenter, Ed Flores, Warren Ghens, Christine Hefler, Jason Moore, Donna Portee, Diana Tanaka

RADEP Project Manager, Eclipse Solutions: Alex Castro

FOB: Hector Hernandez, John Moist, Leanna Pace, Jerry Parker, Richard Trujillo

Not Attending:

SANTA CLARA

2. Organizational Changes - Joeana Carpenter, Hector Hernandez

Joeana and Hector announced the organizational changes for the Federal Data Reporting & Analysis Bureau and the Field Operations Bureau. Organizational charts and staffing lists with phone numbers were passed out. The new statisticians, Kamran Adili and Diane Tanaka were introduced.

3. Enterprise Update - Donna Portee, Alex Castro

Donna Portee introduced her staff: Christine Hefler and Jason Moore. Christine and Jason will be working on a project which will replace Q5i and the WTW30 with a new web based product. The project is known as the Research And Development Enterprise Project (RADEP) and split into two implementation phases. Phase II Lite, which will be implemented first, replaces the WTW30. Phase I replaces the Q5i legacy system.

Donna introduced Alex Castro, a consultant from Eclipse Solutions, who is the project manager. Alex detailed the rollout of the project giving the dates of July 2005 to start a pilot RADEP II implementation with a projected fall full implementation. RADEP I would be in full production by the end of 2006.

4. SEP Update - Leanna Pace

Leanna stated that there is 60 to 68 thousand dollars in SEP funds available for a Food Stamp conference prior to the end of the current FFY.

Leanna also stated that requests have been sent to CWD directors to get their county's MOE plans for FFY 2004/2005 completed and turned in. They were due on April 11, with that due date extended to April 11th and the plans have not yet been submitted. The MOE plans are needed as soon as possible so they can be routed to FNS.

FNS and the State are finalizing reinvestment plans for fiscal years 2001 and 2002. The plans will consist of defining reinvestment and how much of the reinvestment costs will be passed on to the counties.

5. Big Cities Conference Report - Hector Hernandez

Hector showed a FNS video from the Chicago Big Cities Conference he attended. The video was a reminder that payment accuracy (less errors) equates to more program money available to provide food for hungry Americans.

Recent legislation has made the FNS Manual 310 solely the purview of FNS rather than the legislature. This change will make revising the 310 much easier. A standing committee consisting of States and Counties has been created with the goal of a better product for QC staff.

The cable TV program "Seventh Heaven" on the Warner Brothers channel on Monday May 2nd will feature hunger in America and Food Stamps. At the end of the program the FNS hotline telephone number and website address will be given.

Hector handed out a booklet produced by all nine FNS regions in concert with tips, best practices and procedures for improving payment accuracy.

6. Food Stamp Conference Update - Hector Hernandez

This year's FNS conference will probably be held in September after the final error rate is published. The conference focus will change from payment accuracy to access and nutritional education issues. This conference will be more appropriately attended by program managers rather than QC supervisors.

Therefore, a separate QC conference is under consideration, one similar to the old San Luis Obispo QC conferences. Two east bay area sites are currently under consideration: one at the Emeryville Holiday Inn and the other at the Oakland Airport Hilton. This would be for a smaller group meeting for perhaps noon one day to the afternoon of the next. Topics would be planning for FY 2006, CalWIN, with other topics to be developed. This conference would also be scheduled for late September. Hector opened the topic to PMC for agenda development and also asked for volunteers to attend the FNS conference.

Daphne stated that a State letter of support for the conference to the CWD directors would be essential to getting county participation.

7. Federal Differences - Richard Trujillo, Hector Hernandez

Richard handed out a draft FS Transmittal “Requirement to Provide All Questions in Writing”. The transmittal codifies the requests for policy and procedure guidance to Field Office Bureau FS policy analysts. There will be feedback on the receipt of the request. The draft was handed out to PMC members requesting feedback and suggestions to be directed to Michael Bowman-Jones at Mike.Bowman-Jones@dss.ca.gov who will construct a final draft for PMC distribution. Then with PMC approval, the transmittal formalizing policy request procedures will be released and posted on the website. Richard requested feedback to Michael by mid May.

Richard then handed out the Federal Difference list.

Hector mentioned that procedures with FNS are now in place that will allow greater lead time on Federal Difference notification and feedback on progress through the Arbitration process.

8. Saldivar Update - Hector Hernandez

Hector noted that we did not have a single “Saldivar” Federal Difference in the current FFY. Current state efforts are to get FNS to accept Saldivar procedures and that at this time there is no attempt to get the Saldivar court order vacated.

9. Management Evaluation - John Moist

John read the ME schedule and alerted PMC members that while the focus in the past has been payment accuracy, ME’s would now include access issues.

The State is required to submit a Corrective Action Plan (CAP) in May and November every year. Counties with a cumulative error rate above the National Tolerance in March or September will have to submit a county CAP. Counties under the National Tolerance level will not have to submit a CAP.

10. Rolling Error Rate - John Moist, Hector Hernandez

John handed out the cumulative and individual rolling error rates for the months of October and November 2004. He noted that the Federal sample established the statewide error rate and the expanded sample established the individual county’s error rate.

The error rate focus is now on counties converting to CalWIN and C-IV and the Balance of State (small counties) sample. The BOS sample is 12% of the entire statewide caseload making it the 2nd largest county in the state.

11. Q5i Version Changes - Richard Trujillo

Richard stated that there have been staffing changes related to Q5i maintenance. Carlos Ocampo and Marlene Fleming are no longer the persons to contact about Q5i issues. Ed Flores is now the man.

12. TANF Transmission Deadlines - Warren Ghens

The Administration for Children and Families (ACF) is insisting on shorter time frames for TANF data submission. They want all the quarter’s data submitted to them by the 45th day after the end of the quarter. Data for the first two months of the quarter will not be a problem; the difficulty comes in for the third month. While there will be a shortened time

frame for completion of the primary sample the TANF deadline surveys indicate that with some effort and readjustments it should be possible.

The secondary sample survey response for the third month was a universal and resounding “not possible”! The secondary sample as now constituted is not received in county until after the end of the month, cases ordered, cases assigned to reviewers, work completed, cases sent to the State with enough time for processing all within @ 14 days.

Frank Andersen mentioned that exploring the use of alternate data bases for pulling of the sample had not been productive.

A request was made for PMC members to think about both the primary and secondary sample deadlines and come up with alternatives/solutions/suggestions for any means of meeting the ACF request for shortened data timeframes. Send your ideas via e-mail to Warren.Ghens@dss.ca.gov.

13. TANF Error Trends - Ed Flores

Ed handed out new templates to be used in coding Q5i item T48 Work Participation. One is for the federal All Families sample and the other for the state funded SSP/MOE 2-Parent sample. Use of these templates guarantees that that not only will the case be correctly coded but that the maximum WTW participation rate value can be achieved. He presented the T48 hierarchy in terms of participation rate value: 1) code 19 (fully meeting); 2) codes 15, 16 & 17 (meeting requirements via deeming); and code 01 (disregarding the family from the participation rate calculation). None of the other codes contribute toward the realization of the WTW rate.

Hector mentioned that the edits failures list passed out by Ed worked for the FOB staff, they were used in staff meetings. The list gives specific workers names and the specific coding issue.

14. TANF Reauthorization Update - Frank Andersen

Frank stated that CWDA and the State are working together to formulate a response to the possible TANF Reauthorization scenarios. Both the Senate Bill and the House Bill set the required participation rate at 70% without regard for whether the family is a one or two parent family. The major difference is in the amount of allowable participation rate reduction credit. The senate bill caps the credit at 20%, the house bill ties the credit to the change from last year's welfare rolls. This effectively reduces the house bill credit to zero as welfare rolls are now increasing.

Under the current TANF authorization structure, using the reduction credit, California only has to meet a 4.5% participation rate. Under the projected senate bill it would be 50% and the house bill 70%. California's current WTW rate is 23%. Regardless of which version passes, we are going to be in trouble.

Two possibilities that may help are the addition of the 2-parent universe cases back into the rate calculation and perhaps creating other SSP's such as WTW exempt families which are not participating anyway.

Frank noted that PMC efforts with maximizing the use of the T48 deeming codes and the disregard codes had added significantly to the overall participation rate.

15. Kin-Gap/Foster Care Coding - Warren Ghens

Warren passed out CW Transmittal 05-02 on the coding of Kin-Gap and Foster Care cases. The coding instructions had already been distributed over the Q5users net; the transmittal, however, would create a permanent record and be placed on the FDRAB website.

A request was made to have the aid codes for KG/FC cases included in the transmittal. The aid codes will be added to the versions put on the website and sent out over the Q5users net.

16. New Applicant Clarification - Warren Ghens

Warren passed out CW Transmittal 05-01 New Applicant Coding. This transmittal does not change policy or procedure, but provides a significant simplification and clarification of Item T10 New Applicant in Q5i. The new instruction in the transmittal is to be copied and distributed to staff on receipt and put into use.

The major defining element of whether a case qualifies as a “New Applicant” case is if the month of application is immediately preceded by a full calendar month of nonassistance.

17. Monitoring Sample Size - Joeana Carpenter

Joeana reminded PMC members to keep on top of monitoring their county’s sample size in order not to come up short at the year’s end. Karen Crum has developed some tools to use in determining how you are doing in terms of sample size. Adjustments will need to be made if your sample is showing as either too large or too small. Notify Karen if you notice a potential problem. Karen.Crum@dss.ca.gov

18. SARS Project - Anna Capetillo

There is a federal requirement that the Food Stamp sample universe contain all issuances. The Statewide Automated Reconciliation System (SARS) was created in response to a federal requirement that all EBT systems be reconciled daily. FNS is requiring that counties converting to another computer system must complete a validation of their FS universe source. There are counties converting during the remainder of 2005; 34 of 36 ISAWS counties converting to C-IV; and 9 CDS counties along with Ventura and Monterey converting to CalWIN in 2006. The validation effort would not be required if we can obtain federal approval to change the universe sampling source from CPS to SARS. We are assessing that possibility and it looks very promising. A recent statewide comparison between CPS and SARS records identified a number of counties with non-matching records. County assistance is needed to determine the reasons for the non-matches. Staff may be contacting you for assistance. We are looking to implement the new source effective with the upcoming Federal Fiscal Year 10/05.

19. San Joaquin Items

A. Changes to TDR as a result of the Governor’s budget proposals -
Joeana Carpenter

Joeana stated that the changes being referred to are those that are pushing the development of RADEP II, the WTW30 project.

B. FSQC Sample case so we know how to set them up - Richard Trujillo

Richard said this topic is being worked on in concert with FNS but is not at a point where the results are ready to be published. A sample case filing format should be ready by the next PMC meeting.

C. Updates on:

1) Response from FNS on using FNS 310 sections 722 and 1063 in the review of QR/PB cases.

This issue generated a lot of discussion. Virginia Lugo stated that the entire 1060's section of the FNS 310 can be used in prospective budgeting.

The other issue of the necessity of face-to-face interviews with the head of household in TFS cases did not reach any resolution at this meeting. However, many compelling and cogent reasons backed by 310 citations were presented for the FNS representative to take back with her for consideration.

2) Placing Q&A's on the website

This issue did not get addressed; however it is known that the FDRAB website has been neglected. With organizational changes new procedures have been installed and a trial run of four Q&A's for 2004 have proved successful. The website should be current by the next PMC meeting.

20. Fresno County Item – CalWIN

Richard Trujillo addressed this item. He said that we are working to have CalWIN prepopulate Q5i. In order to do so it is necessary to have a Data Dictionary for the CDS system to be able to determine the significance of entries in data items. Without a Data Dictionary it is impossible to be sure that the item entries actually represent the required data. Currently a Data Dictionary is not available so the project has not gone ahead. Also funding for the project has been lost.

21. The next PMC meeting was scheduled for the second Tuesday in July (July 12th); the meeting was then closed by Joeana Carpenter.